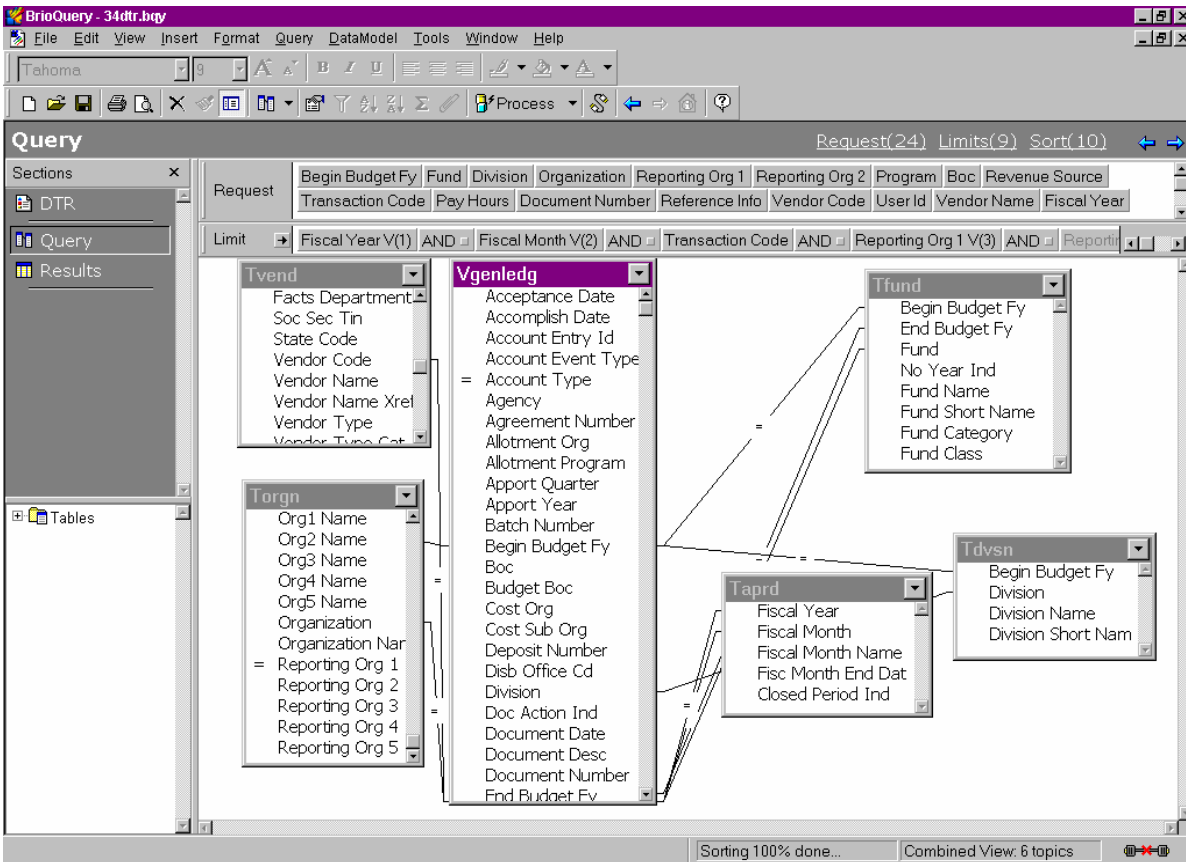# CHANGING A EXISTING QUERY

- Open a report you wish to modify. In this example it will be a DTR of the web site.
- <**Click**> on **View** and **Section/Catalog** so that Sections are viewable.
- Also <**Click**> on **Request** and **Limit** on the line with the blue double arrows. Your report should look like the one below.
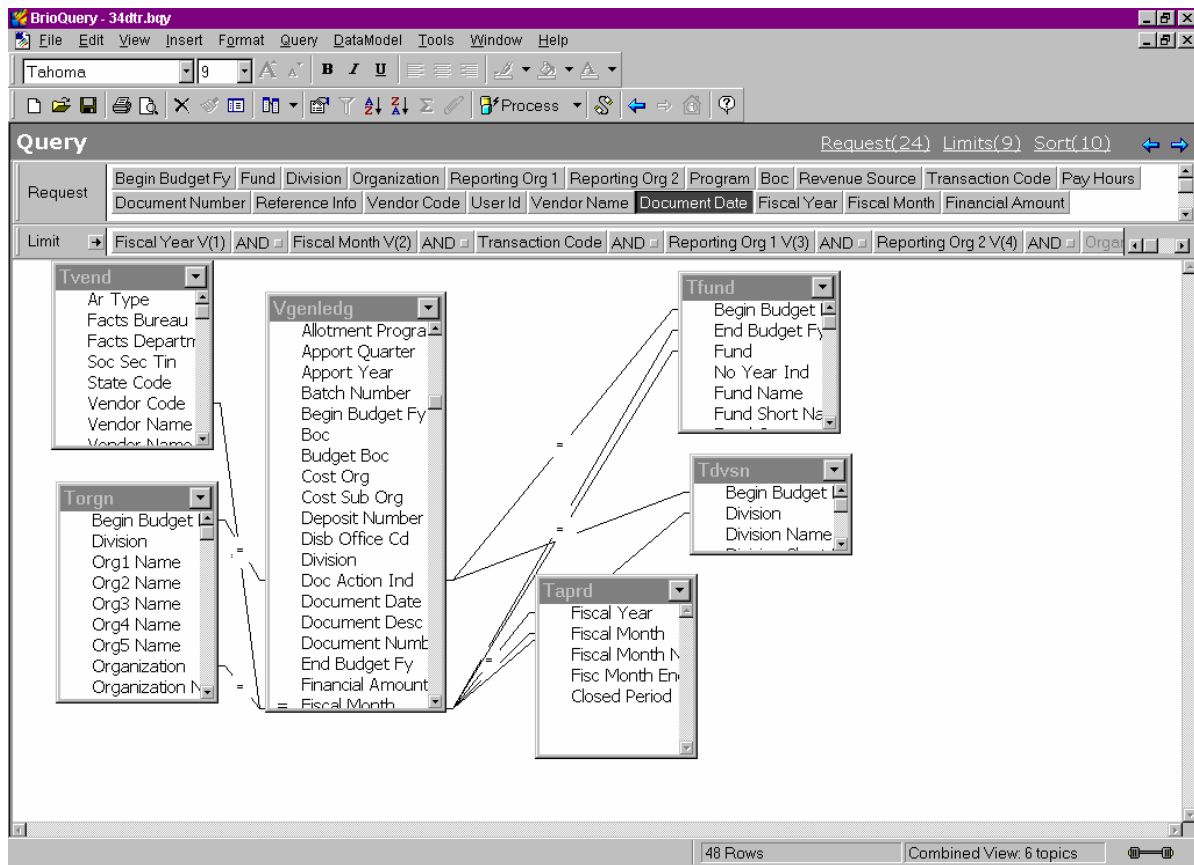
Step 1:

1. Go to the **Query** section of the DTR.

Note: You can pull a data element into the limit line without it being part of the request line. Just remember if you want to use that data in your report or in the results area it has to be in the request line.

Step 2:

2. In the VGENLEDG TABLE <**scroll**> down until you find the **Document Date**. <**Click**> on the **Document Date** and <**drag**> it into the request line. If your request line is not activiated <**click**> on **Request** in the fourth tool bar down from the top. Now if you process the report the Document Date will be in the Results Section.
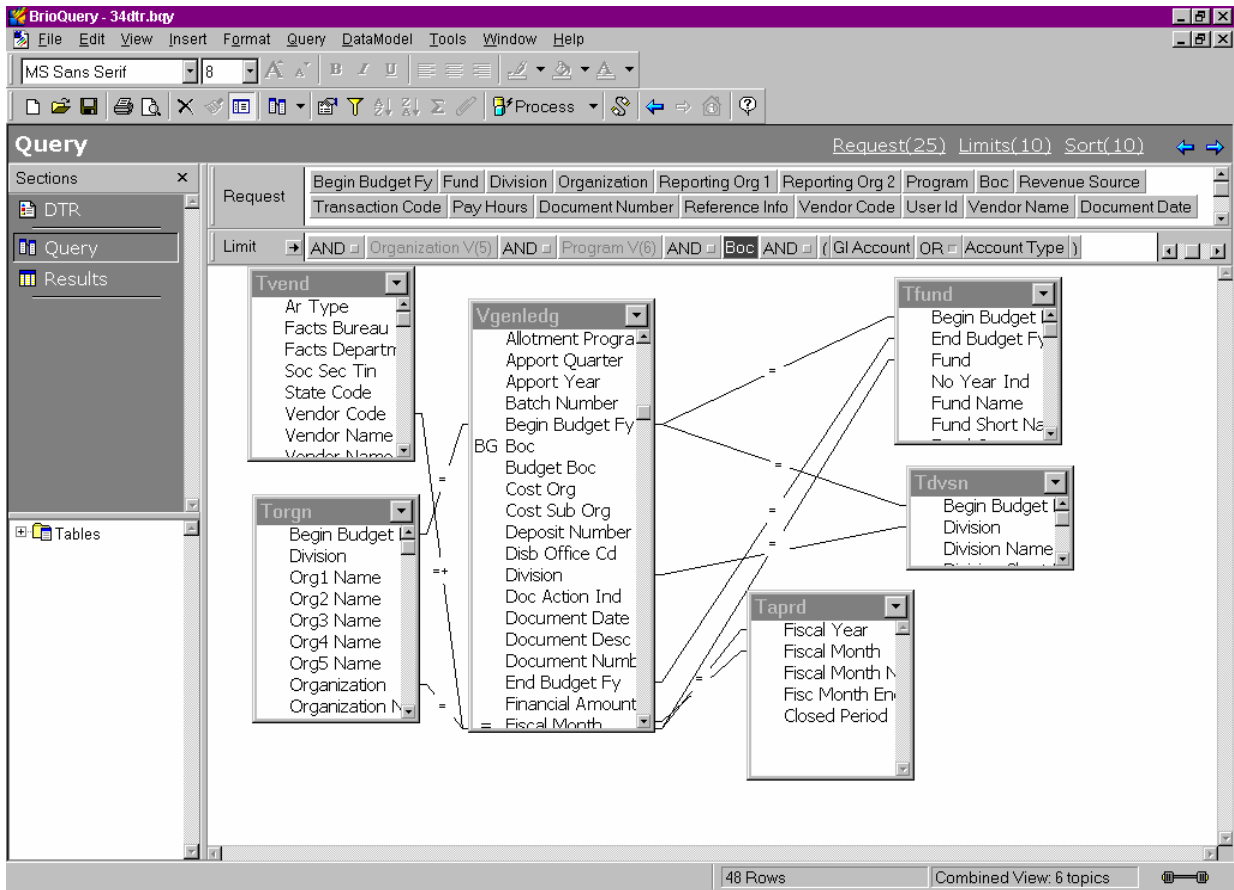
Step 3:
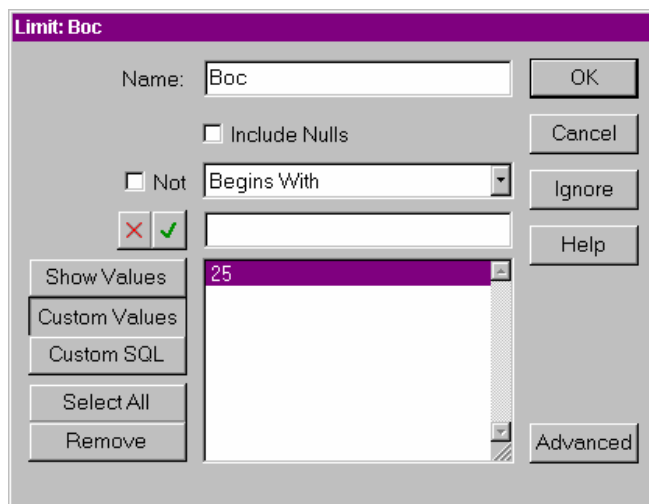
3. In the VGENLEDG Table <**scroll**> until you find **BOC**. <**Click**> on **BOC** and add BOC to the limit line by dragging it from the table. When you have successfully completed this ta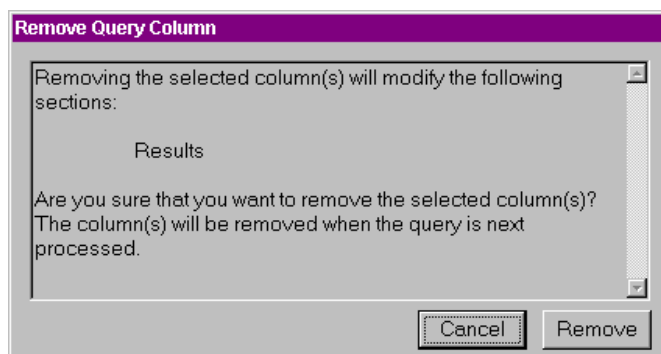sk a BOC Limit box will appear. **Change the box** to say Begins with and then <**type**> 25. <**Click**> **OK**. When you process the document, only BOC's that begin with 25 will show up.

Step 4:

4. <**Scroll**> to the **End of the Limit line**. The BOC is at the end. Limits work better when they are in order of most general to most detailed. <**Click**> on **BOC** and <**drag**> it to just behind Program.

Step 5:

5. Now remove Pay Hours from the request line.   <**Scroll**> to **Pay Hours** <**click**> on it and <**hit**> the **Delete** key on your keyboard. A warning message will appear to give you a chance to change your mind. <**Click**> on **Remove**.

Step 6:
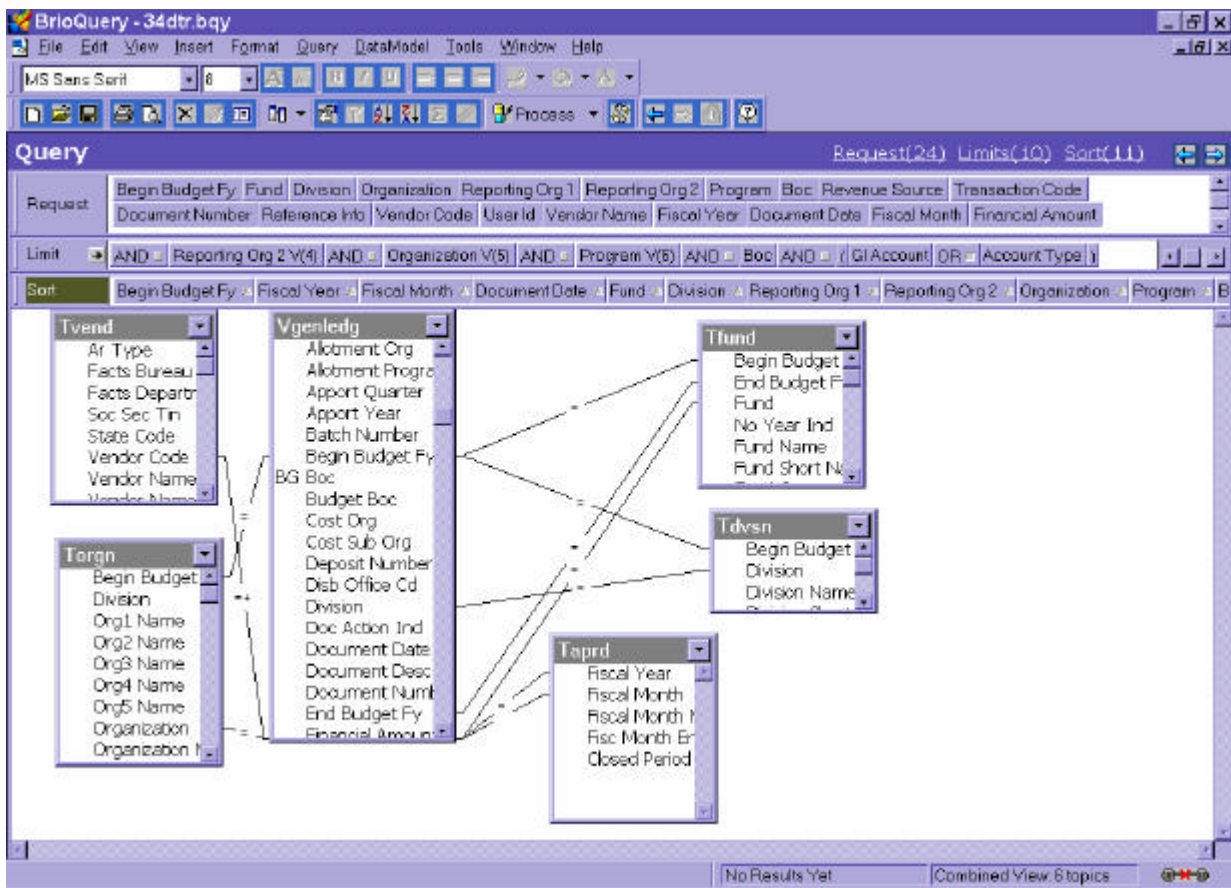
6. Add a **Document Date** into the Sort line. <**Click**> on **Sort** on the line with the blue double arrows, if the sort box is not activated in your Query. <**Click**> on **Document Date** in the Request line. <**Drag**> and <**drop**> it into the **Sort** line. Document date will then be placed in the last position in the Sort line. <**Click**> and <**drag**> it to behind the month. That way after the month sorts it will sort the days in order.

- For **more information** about changing Limit boxes go to Customizing a Limit Box in Section 3 of the **APHIS BRIO Explorer Manual**.
- Do a **Save as** and change the **name** and the **location** of this document. If you have any questions go to the "**Saving a Query with Results**".
- Continue to "**Changing a Existing Results**".